



# State Historical Society of North Dakota Cultural Heritage Grant Application 2007-09

Available on the SHSND website as a PDF file: [www.nd.gov/hist](http://www.nd.gov/hist)

## Grant Guidelines

1. The following organizations are eligible to apply for Cultural Heritage Grants:
  - organizations with officially recognized 501(c)3 non-profit status
  - legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Cultural Heritage Grants:
  - individuals
  - state or federal agencies
  - friends groups or supporting associations of state or federal agencies
3. Grant funds cannot be used to establish an endowment, to purchase collections, for fund-raising activities, or to administer the grant itself. Acceptable categories of grant projects are listed in the “Grant Categories” section of this form.
4. Eligible organizations are limited to one grant application per grant cycle. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should include a description of the overall project and a detailed description of the portion of the project for which the grant is requested. Approval of one grant does not mean that future grants for a continuing project will be approved. Specific requirements for grant applications are listed in the “Grant Application Criteria” section of this form. There will be only one grant cycle in the 2007-09 biennium.
5. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (labor services, supplies, etc.) must be used in the specific project supported by the grant funds, not for work completed prior to the applications. The presence of at least some matching cash funds is likely to improve the proposal's chances for approval.
6. Applications for grants in the 2007-09 grant cycle must postmarked no later than July 31, 2007. The grants will be awarded by August 31, 2007. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under this grant cycle must be completed by April 30, 2009.

### Grant Guidelines (Continued)

7. On-site visits may be scheduled by Society staff during the term of the project. A brief two-page report on the progress of the project is required by June 30, 2008. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by the April 30, 2009, end date. An on-site visit will be conducted by Society staff at the completion of the project.
8. Half of the approved grant will be distributed upon award of the grant. The remainder of the grant will be paid after submission of the final report and the Society site visit.
9. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by June 30, 2009.

### Grant Categories

#### EXHIBITS:

Presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments. May also include traveling exhibits.

#### SPECIAL PROJECTS/EVENTS:

Professional development of organization's staff, festivals, lecture series, publications, etc.

#### EDUCATION:

Programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, tours or electronic format.

#### COLLECTIONS:

Materials owned by an organization that illustrate and interpret the mission of that institution. Materials include items such as photos, books, manuscripts, film, artifacts, archeological, biological, and geological specimens. Funded projects may include cataloging, collections care, research, computer and software purchases.

#### CAPITAL IMPROVEMENTS:

Construction of new buildings or remodeling or preservation of existing structures or historical sites. Routine upkeep and maintenance are not considered capital improvements.

## Applicant Information

Project Name \_\_\_\_\_

Grant Category (see the "Grant Categories" section on page 2 of this form to determine which category best describes your project and mark one of the boxes below)

☐ Exhibits      ☐ Special Project      ☐ Education      ☐ Collections      ☐ Capital Improvements

Amount of Grant Request (min. \$500, max. \$10,000) \_\_\_\_\_

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Federal ID # \_\_\_\_\_

## Certification

The applicant hereby certifies:

- A. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
- B. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
- C. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name and Title (printed) \_\_\_\_\_

## General Application Instructions

### Deadline:

Completed applications must be postmarked for return to the State Historical Society of North Dakota no later than July 31, 2007.

This is a competitive grant.

Three (3) copies of the completed application materials are required, including letters of endorsement and support. Letters of commitment from partners, presenters, or advisors are recommended.

All sections of the grant application are to be completed. Failure to address all criteria will eliminate the application from further consideration. The total score awarded to the applicant will be the combined scores of each section.

Applications are limited to no more than six (6) pages as follows:

- a one-page cover letter
- the "Applicant Information" page found on page 3 of this form
- up to three (3) additional single-sided pages to address the "Grant Application Criteria"
- the "Budget Summary" page found on page 7 of this form

Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors do not count against this six page limit.

Applications are to be prepared and presented in a type-written, professional manner. A font size of no smaller than 10 pt. should be used for the entire application.

Questions regarding the Cultural Heritage Grant Program may be directed to Chris Johnson, State Historical Society of North Dakota (701)-328-2124.

Completed applications are to be returned to:

Cultural Heritage Grant Program  
Chris Johnson, Eastern Regional Manager  
State Historical Society of North Dakota  
North Dakota Heritage Center  
612 East Boulevard Avenue  
Bismarck, ND 58505-0830

## Grant Application Criteria

A maximum of 100 points will be awarded for the total of the following six sections. Please number your responses to correspond to the pertinent section being addressed.

### Section 1 - Proposed Project Description (5 total points for this section)

- a. Description of project (what is the project, and where will the project be located?)
- b. What specifically will the project encompass? (may include plans, drawings, maps)
- c. What is the projected time line for the proposed project?

### Section 2 - Project's Relevance to North Dakota History (50 total points for this section)

- a. What legacy will be created? (how will the project create an 'experience' and/or a 'product' that will enhance the understanding and appreciation of North Dakota heritage and culture)
- b. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
- c. Describe how the project will benefit the community, region and/or state (i.e., economic, educational, other).
- d. What is the project's importance to the local area and how is it tied to the heritage of North Dakota? List all people involved and their responsibilities.

### Section 3 - Financial & Budget (20 total points for this section)

- a. What is the overall cost of the proposed project?
- b. List all sources and amounts of cash funding or in-kind contributions.
- c. How will the grant funds be invested in the project?
- d. How will local matching funds be invested in the project?
- e. Are grant funds from this program critical to the project's overall funding package? Are the funds secure or pending? Please provide verification of availability of matching funds (verification of a monetary match is required prior to disbursement of funds).
- f. Are these grants funds crucial for the completion of the project?
- g. Indirect costs (i.e., grant administration fees cannot be paid by grant funds; however, the value can be used as a match).
- h. Donated time for in-kind will be valued at \$15/per hour or as documented for professional services.

Note: A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Summary" form, page 7.

## Grant Application Criteria (Continued)

### Section 4 - Project Administration (15 total points for this section)

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, and/or individual responsible for overall project management)
3. Provide verification of IRS non-profit status for applicant.
4. How will short and long-term operation and maintenance costs be financed?
5. Could a portion of the project be completed if the grant award is less than the request?

### Section 6 - Publicity (5 total points for this section)

1. Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.

**Budget Summary**  
**Cultural Heritage Grant Program Application 2007-09**

Project Period: \_\_\_\_\_ to \_\_\_\_\_

Budget Category	Grant Request	Cash Match	In-Kind Match	Total
Planning	_____	_____	_____	_____
Design	_____	_____	_____	_____
Fabrication	_____	_____	_____	_____
Installation / Implementation	_____	_____	_____	_____
Programming	_____	_____	_____	_____
Other (marketing, publishing, etc.)	_____	_____	_____	_____
Totals	_____	_____	_____	_____